Job Aid

Guest Account Services
Last Updated: 05/04/2023

Introduction

Guest Account Services is a web application for use by non-NASA identities that have a need for a NASA Guest account to access public, low-risk web application capabilities supported by NASA.

Click Here to Visit Guest Account Service

Step 1. Enter the following information:

Field Name	Required / Optional	Description
First Name	Required	Enter your Legal First (Given) Name
MI	Optional	Enter your Legal Middle Name
Last Name	Required	Enter you Legal Last (Sir) Name
Email	Required	Enter your email address that will be used for activity notifications
Citizenship	Required	Select your Citizenship Country

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Step 2. Read the Terms of Service and select I have read and agree with the Terms of Service

Step 3. Click the **Create Account** button to create a new Guest Account.

Step 4. Enter the Captcha code displayed on your screen to process the request.

Step 5. Check your email account that you entered for an email from NASA Guest- Subject: Complete your Guest account registration.

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Step 6. Click the link in the email to set your account password. The link is only valid for one hour and will expire if a password is not set up.

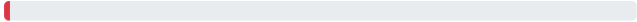**Step 7.** Enter a Password and Confirm the Password in the required fields. Click the **Set Password** button to process the request.

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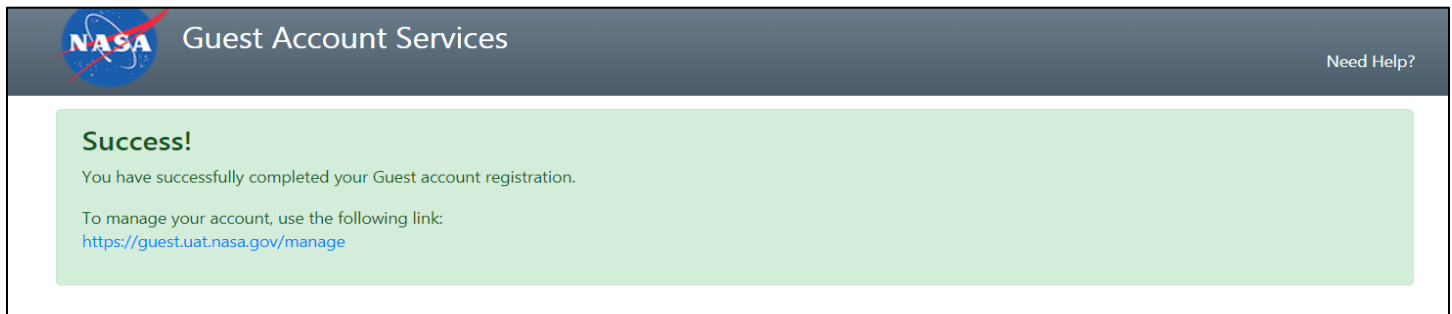
Congratulations! You have successfully completed your Guest Account registration. A link is provided if you need to make any changes to your guest account information.

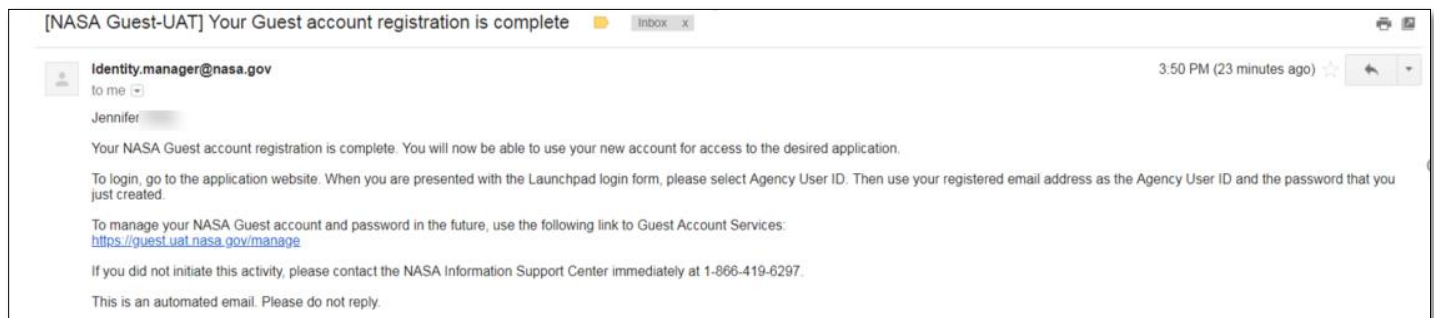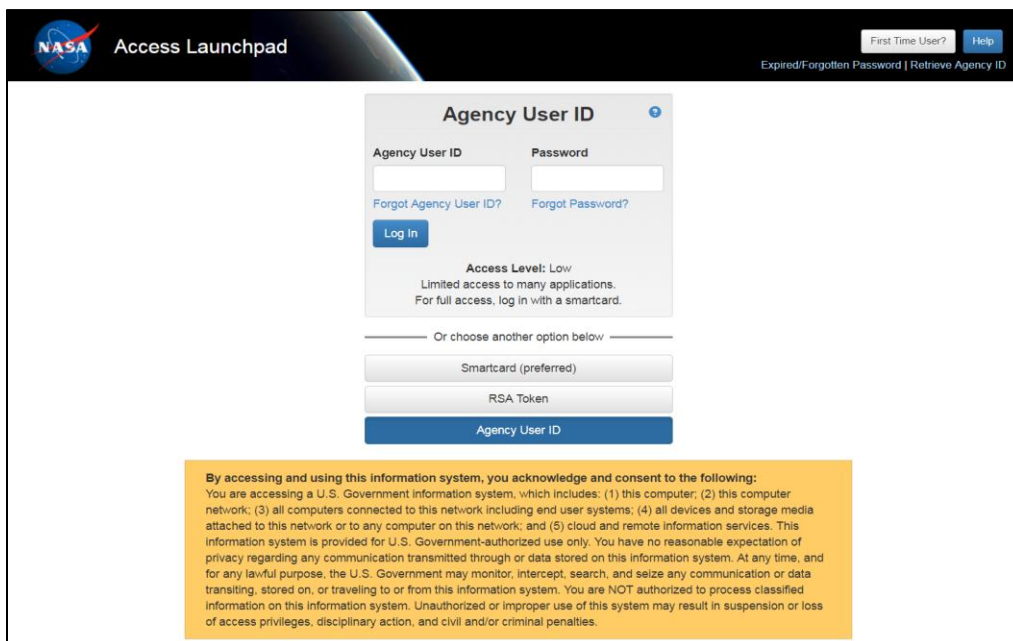You will receive an additional email with instructions on how to login to the NASA application that you have access to.

When you are presented with the Launchpad login form, you will need to select the Agency User ID button. Under the Agency User ID, enter the email address that is associated with your Guest account and the password that you set up in the Password field. Then click the **Log In** button.

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Forgot Your Password?

Click Here to Visit Guest Account Service

Click the **Reset Password** link located next to Having trouble logging in?

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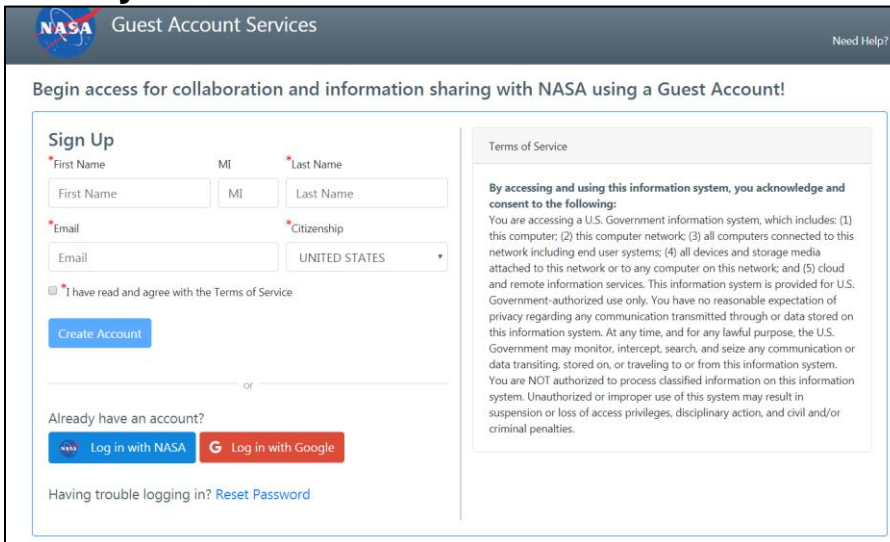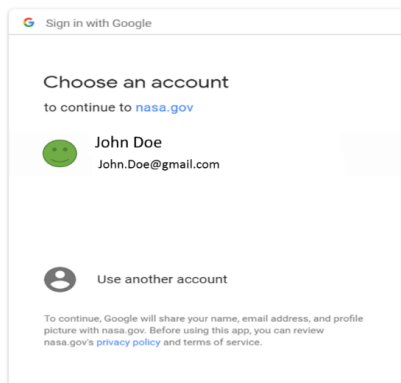Enter the email address associated with your Guest account, and we'll send you an email with a link to reset your password.

Already have an account?

If you have a Google Account, instead of having to maintain a Guest account password, you can use your Google account to log in. Just click the Log in with Google button.

Select the Account to register with NASA.

Congratulations! You have successfully registered your Google account with NASA. You will now have the option to login using your Google login whenever you see the option on NASA applications and websites.

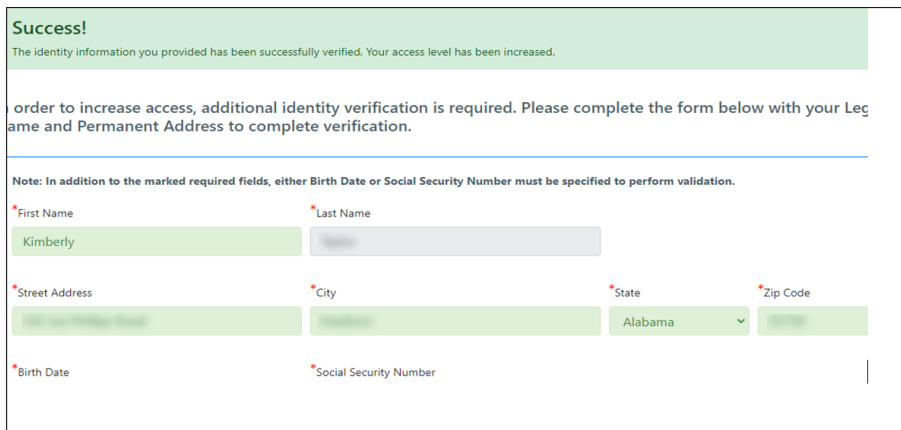# Guest Account Services
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Need to Increase Your Access?

To increase your access, additional identity verification is required.
Login to your guest account

Go to the *My Account* tab
Click the *Increase Access* button

Complete *all* the data on the screen.
- Your Legal First & Last Name
- Residential Street Address
  - If you moved within 6 months, consider entering your old address
- Residential City
- Residential State
- Residential Zip Code
- Date of Birth
- Social Security Number

You must agree to the privacy statement and submit the data to the proofing service.
A message is returned from the proofing service depending on a match or no match from the proofing service.
**NASA HQ Policy states that no exceptions will be made after a user reaches the 3 tries at being vetted for a Level of Confidence (LOC) increase. **
Note: Information provided on the 'increase access' must be personal data. Companies or groups cannot be vetted for increase of access.